



# Sea Grant Knauss Fellowship

## 2021 Host Prospectus

### What is Sea Grant?

The National Sea Grant College Program (Sea Grant) oversees 34 state Sea Grant programs located in every coastal and Great Lakes state, Puerto Rico, and Guam. These programs serve as the core of a dynamic, national university-based network of over 300 institutions involving more than 3,000 scientists, engineers, educators, students, and outreach experts. This network works on a variety of topics vital to human and environmental health, including water quality, coastal hazards, domestic seafood, and biotechnology.

### What is the Knauss Fellowship?

Sea Grant's John A. Knauss Marine Policy Fellowship program provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal, and Great Lakes resources and in the national policy decisions affecting those resources. The fellowship is named after one of Sea Grant's founders, former NOAA Administrator John A. Knauss. It matches nationally selected finalists with host offices in the Federal government located in the Washington, D.C. area for a one year non-renewable, paid fellowship. Fellowships are subject to the availability of federal resources and occur on a February 1 to January 31 cycle.

The class of fellows is split into two cohorts—legislative and executive. Each year, legislative fellows are selected to work in the U.S. House of Representatives and U.S. Senate. Fellows can be placed in both personal and committee offices. Executive fellows are placed in Federal agencies with marine policy-relevant missions. Executive fellows have served in the Army Corps of Engineers, Coast Guard, Committee on the Marine Transportation System, Department of Energy, Department of Interior, Department of Treasury, Environmental Protection Agency, Marine Mammal Commission, National Oceanic and Atmospheric Administration, National Science Foundation, Navy, Smithsonian Institute, State Department, and the White House. A list of prospective host offices from previous years (and their posted positions) is available on Inside Sea Grant (<http://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>).

### Why host a fellow?

Fellows add significant talent, knowledge, and capacity to their host offices. They are graduate students or recent graduates with PhDs, Masters, or JDs that focus on coastal, marine, or aquatic related fields. Fellows are selected to participate in the program based on a combination of their academic record, career goals, recommendations and endorsements, and relevant experience. They are capable of working alongside federal partners and legislators and eager to learn about the process of policy-making. Fellows are more than students or interns. They are highly qualified early career professionals.

## COVID-19 DISCLAIMER

Due to the current global pandemic, the National Sea Grant Offices has altered the placement process. Please note, the process may change further to adapt to future conditions in order to ensure the health and safety of potential hosts, finalists, and staff. All current information will be located on Inside Sea Grant (<http://seagrants.noaa.gov/insideseagrants/Knauss-Fellowship/Host-Resources>).

## What is expected of a host office?

Hosts will provide an educational opportunity to fellows who will in turn provide substantial, professional contributions to the office. Hosts are expected to involve fellows in substantive issues that contribute to the office's mission and honor the fellow's educational and career goals. This is a professional development program, and hosts are also expected to encourage and allow fellows to attend hearings, lectures, conferences, workshops and fellowship functions. Fellows may also participate in field experiences related to office goals and the fellow's professional interests, when appropriate.

Host offices will be considered based on the following criteria:

- The quality of the fellowship opportunity
- The level of educational benefit for the fellow;
- The host office's previous experience working with interns, fellows, or other mentoring/educational programs
- Executive hosts ONLY:
  - Financial commitment. Executive hosts are required to provide the entire cost of the 12-month fellowship, which covers stipend, health insurance reimbursement, travel costs, and the administration of the fellowship. **For 2021, the cost of hosting an executive fellow is \$65,000.**
  - **For host office-related travel, hosts have the option to add an additional \$15,000 to the grant.** Please let the National Sea Grant Office know if you plan to add additional funds. While we prefer these funds to be provided at the beginning of the year, we are able to accept additional funds throughout the year.
  - Executive non-NOAA hosts ONLY: Ability to sign an Interagency Agreement prior to the start of the fellowship on February 1, 2021.
- Legislative hosts ONLY:
  - Fellowship costs are covered by the National Sea Grant Office.
  - All travel (professional development or office related) will be funded by the grant.

Host offices will be required to fulfill the following:

- Participate in "Placement Week" (October 15-28, 2020 (Executive) and January 25-29, 2021 (Legislative)), which includes providing a detailed job description for the position, developing a 3 minute video highlighting the character of the office, giving a <10-minute presentation about

the position to the finalists on Thursday/Friday, October 15/16 (Exec) or January 25 (Leg), and providing ample time for interviews throughout the week.

- Sign the required ratification document, if matched with a fellow.
- After Placement Week, maintain contact with the fellow prior to their arrival, including arranging start date and location.
- Provide necessary equipment, including a desk, phone, computer, internet access, and file storage space. Provide general office information and paperwork prior to the fellow's arrival.
  - Sea Grant will acquire security clearance for NOAA Fellows ONLY (unless previously discussed with the fellowship management team)
- Abide by your agency's sexual assault and sexual harassment policy.
- Review office policies including: work hours, time for the fellow to work on outstanding graduate school commitments (if needed), vacation, sick leave, and attendance at fellowship functions, conferences, hearings, and meetings.
- Work with the fellow to create and sign off on a Professional Development Plan documenting goals and expectations for the fellowship year. Fellows are allocated funds to be used during the year for degree-related or professional development travel. The amount of funding available to the fellows varies among Sea Grant programs. Executive host offices may provide additional funds (up to \$15,000) for office-related travel. All fellowship-related travel should be paid through the grant.
- Meet with the Knauss Manager at least once during the fellowship year to provide feedback on fellow performance.
- Complete a 6-month and end of year review with the fellow.
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- Provide mentorship to the fellow.
- Provide feedback to the fellow for their end-of-year report evaluating progress in achieving their Professional Development Plan at the conclusion of the fellowship.

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational and professional development needs; this is an educational fellowship. Additionally, fellows and hosts must maintain a safe and inclusive workplace free of harassment of any kind.

A Sea Grant Knauss program manager will adjudicate problems that may arise between fellows and hosts. After due and open consultation with and in consideration of the mutual rights and interests of the fellow, the host, the sponsoring Sea Grant program director, and the National Sea Grant Office, actions may be taken to address any problems.

Fellows that do not complete at least 10 months of the fellowship (i.e., leave their host office before December 1, 2020) may not be considered alumni of the program. Individual circumstances will be considered on a case by case basis.

## How do you become a host?

All interested offices are required to fill out the Knauss Host Application. Executive host applications are due by September 23, 2020. Legislative host applications are due by January 13, 2021. Executive and Legislative Knauss Host Applications can be found on the Host Resources page:

<http://seagrant.noaa.gov/insideseagrant/Knauss-Fellowship/Host-Resources>

Executive host offices that are interested in hosting multiple fellows must submit an application for each position available in the host office.

Hosts must provide the following information:

- Name of the primary mentor for the host office
- Primary point of contact for Placement Week
- Position Description that shows how office's work relates to ocean, coastal and Great Lakes resources and related national policy
- Host location, contact information, and anticipated interview platform
- Telework and office policies, as they relate to COVID-19 (we understand that these may change, but please provide to the best of your knowledge)
- Executive Hosts Only: Budget/Finance Office point of contact
- Non-NOAA executive Hosts Only: IAA point of contact

## "Get to Know you Videos"

The intention of these videos is to help provide the fellows a context of who you are in the place of happy hour events. These videos are meant to be an opportunity for you to show the non-work side of your office. Be creative and have fun with them. Invite those who you expect to be involved in the interviews or with the fellows to join. Feature your dogs, cats, paintings, musical talents, shell collection ect.. We do encourage you to think outside the box, however, please keep these videos safe for work!

In an effort to ease the burden on you as a host office, we will ask that you schedule a time with us to record the video via GoToMeeting. We will make all recordings the Week of September 14-18, 2020 (Exec) and January 11-13, 2021 (Leg). We know that this time frame is prior to the submission deadline for hosting a fellow, if you create a video and subsequently can no longer participate, we will remove your video.

## How are Knauss finalists selected?

**Finalist Selection Process:** Finalists are selected through a multistage, competitive selection process. In the first stage, each Sea Grant program interviews and recommends qualified current or recent graduate students to participate in the National Sea Grant Knauss fellowship. The second stage is a national competition conducted by the National Sea Grant Office. This year, the National selection process occurred in two phases, an individual merit review stage (~100 reviewers), followed by a review panel (11 reviewers). Reviewers at both stages included federal agency representatives, Sea Grant program representatives, current and former fellows, and a member of the Sea Grant Advisory Board. Based on

both the individual merit reviews and panel discussions, the review panel made recommendations to the Director of the National Sea Grant College Program who then selected the 2021 Knauss Finalist class.

**Legislative and Executive Cohort Selection:** After selection of the class, the National Sea Grant Office hosts a webinar for all finalists, which provides details on the differences between executive and legislative positions. For the 2021 class, the National Sea Grant College Program Director selected 55 executive and 17 legislative finalists based on multiple factors, including preferences elicited from the finalists, geographic diversity, input from the selection panel, and the content of the finalists' application packages. This step in the selection process was added in 2017 to ensure that the legislative cohort is comprised of well-qualified, non-partisan candidates committed to working on oceans and coastal issues for any Member of Congress regardless of political affiliation.

### **How are finalists matched with host offices?**

The matching process between finalists and host offices takes place during "Placement Week". For the 2021 class this will take place from October 15-28, 2020 (Exec) and January 25-29, 2021 (Leg). This year's placement process occurs across a two-week period for the executive cohort and a one-week period for the legislative cohort. During these times, the finalists will participate in virtual interviews with, and be placed in, an executive or legislative branch office. For all finalists, the process includes interactions with alumni who have worked in a range of host offices, presentations from each prospective host office, and finalist interviews with the host offices. To ensure a level playing field for all finalists and hosts, finalists are not permitted to have contact with host offices prior to Placement Week.

Following the interview period, prospective host offices will rank their preference for the finalists they have interviewed. Finalists will also rank the offices with which they interviewed. Both sets of rankings are submitted to the National Sea Grant Fellowship Manager.

Prior to and during the placement process, host offices are not permitted to make direct contact with any of the finalists to share their rankings, or provide any additional information about the host office or the duties of the prospective position outside structured interactions.

Placement decisions for both the executive and legislative classes will be made by a matching algorithm. The algorithm is for two-sided matching markets - so it takes into account both the preference of the hosts and the finalists and produces matches that maximize the preference of both sides. Though this does not guarantee everyone receives their top choice, it does tend to result in high preference matches. This algorithm is most famously used in the National Resident Matching Program - used to match medical residents with hospitals.

The final Agreement between the National Sea Grant College Program, the host office, and the placed fellow is to be signed on the last day of the Placement process by both the host office mentor and incoming fellow.

To ensure that the matching process continues to be objective and apolitical, the National Sea Grant Office has implemented an updated process that includes: a more comprehensive approach to the selection for each class, as detailed above; recruitment of diverse host offices and finalists; and, if requested, additional one-on-one guidance to interested host offices prior to Placement Week on how to successfully recruit fellows.

### General Timeline for Executive Host Offices

<b>September, 2020 (E) 3:00-4:30 EST</b>	Perspective host webinar. Please register <a href="#">HERE</a> . NOTE: This session will be recorded. In order to watch the recording, please register for the webinar.
<b>September 14-18, 2020 (E)</b>	“Get to Know You” video recording.
<b>September 23, 2020 (E)</b>	Registration deadline for hosts
<b>October 14, 2020 (E)</b>	Deadline to submit interview availability during Placement Week
<b>October 15-28, 2020 (E)</b>	Placement Process Thursday/Friday: Host office presentations Monday: Interview sign up; schedules provided to hosts Tuesday - Friday: Interviews with finalists Friday: Host “Office Hours” Friday: Host provide five names for call-backs Monday: Call-backs Tuesday/Wednesday: Placement process and ratification
<b>October 27, 2020 (E)</b>	<b>Host office ranking of finalists due to Sea Grant Fellowship Manager: <a href="mailto:OAR.SG.fellows@noaa.gov">OAR.SG.fellows@noaa.gov</a> before 6:30 AM</b> Matching process Hosts and finalists are notified of placements
<b>February 1, 2021 (All)</b>	Fellowship begins
<b>February 1-2, 2021 (All)</b>	Fellowship Orientation
<b>March 5, 2021 (All)</b>	Professional Development Plans due to Program Manager
<b>Summer 2021 (All)</b>	Mid-Year Reviews between host mentor and fellow to discuss progress
<b>January 31, 2022 (All)</b>	Fellowship ends

### General Timeline for Legislative Host Offices

<b>December 10, 2020 (L) 3:00-4:30 EST</b>	Perspective host webinar. Please register <a href="#">HERE</a> NOTE: This session will be recorded. In order to watch the recording, please register for the webinar.
<b>January 11-13, 2021 (L)</b>	“Get to Know You” video recording.
<b>January 13, 2021 (L)</b>	Registration deadline for hosts
<b>January 21, 2021 (L)</b>	Deadline to submit interview availability during Placement Week
<b>January 25-29, 2021</b>	Placement Process Monday: Host office presentations Monday: Interview sign up; schedules provided to hosts Tuesday - Thursday: Interviews with finalists Thursday: Host provide five names for call-backs Friday (morning): Call-backs Friday (afternoon): Placement process and ratification
<b>January 29, 2021</b>	<b>Host office ranking of finalists due to Sea Grant Fellowship Manager</b> <a href="mailto:OAR.SG.fellows@noaa.gov">OAR.SG.fellows@noaa.gov</a> before 12:30 PM Matching process Hosts and finalists are notified of placements
<b>February 1, 2021 (All)</b>	Fellowship begins
<b>February 1-2, 2021 (All)</b>	Fellowship Orientation
<b>February 3, 2021 (L)</b>	Congressional Research Service Training
<b>March 2021 (All)</b>	Professional Development Plans due to Program Manager
<b>Summer 2020 (All)</b>	Mid-Year Reviews between host mentor and fellow to discuss progress
<b>January 31, 2021 (All)</b>	Fellowship ends

### Questions?

Additional information will be provided by the National Sea Grant Office to hosts and fellows after placements have been made. More information can also be found at

<http://seagrants.noaa.gov/insideseagrants/Knauss-Fellowship> or email [OAR.SG.fellows@noaa.gov](mailto:OAR.SG.fellows@noaa.gov).